

**WINCHESTER TREE COMMISSION
MINUTES
April 16, 2009**

The rescheduled, April monthly meeting of the Winchester Tree Commission was held on Thursday, April 16, 2009 at 4:00 p.m. in the Conference Room of the Administration Building at City Yards.

Mr. Farris, Chair, called the meeting to order.

Mr. Roulston made a motion to accept the March minutes; seconded by Ms. Major, motion was approved.

Members present: Ms. Allison Major, Mr. T'ai Roulston, Mr. Patrick Farris and Ms. Kate Christen.

Members absent: Ms. Chris Scully and Ms. Mary Stickley

Staff present: Clint Cantrell, Tim Stern and Tom Hoy.

Old Business:

- 1) **Arbor Day Essay Contest:** Mr. Farris stated that Tim Stern has passed out the contest flyers to the City elementary schools and the 4th grade teachers have been contacted through email. Mr. Farris stated that April 17th is the deadline for students to submit their essays. Mr. Farris stated that Tim Stern will drive to each elementary school on Monday, April 20th to collect the essays. Mr. Farris stated that he would review the essays and he asked Ms. Major to help him pick the winner.
- 2) **Arbor Day event:** Mr. Farris stated that the Arbor Day event is scheduled for Friday, April 24th at 10:00a.m. at John Handley High School. Mr. Farris stated that he will follow up in person to make sure there is good press coverage. Ms. Major stated that she spoke with Dr. Leonard and he asked how many trees will be planted. Ms. Major asked if there was any luck finding sponsors to pay for planting two additional trees. Ms. Major stated that Dr. Leonard stated that he is willing to pay for one of the trees and Mr. Farris stated that he would pay for the second tree. Mr. Farris stated that there will be three trees planted. Ms. Major stated that she will email Will Rieley to make sure of the location and species of the plantings. Mr. Farris stated that the rain date will be Friday, May 8th. Mr. Farris stated that if it is raining that day at 8:00a.m. he will be in touch with Tim Stern and they can postpone it until May 8th.
- 3) **PHW Tree Forum, March 25th at OTEC:** Mr. Farris stated that there was a very good showing by City staff and he stated that the result of the meeting was better communication between City staff, the Tree Commission and the citizens.

- 4) **Tree Planting, March 28th:** Mr. Farris stated that he wasn't able to attend the tree planting. Mr. Farris stated that this is the third year the planting has taken place. Mr. Farris stated that in the future it might be a good idea for the Tree Commission to get involved by assisting in the advertising or co-sponsoring.
- 5) **Planting Suggestions:** Mr. Farris asked if all members have submitted their lists to Tim Stern. Tim stated that he has only received two lists. Mr. Farris stated that in 2010 he would like to have all of the planting lists submitted in February so that Tim Stern can file a list as a report to the Clerk of Council.

New Business:

1) Discussion of Tree Removal/Trimming requests:

Behind 345 Shawnee Avenue in the Alley

Mr. Roulston made a motion to trim the tree located behind 345 Shawnee Avenue in the alley and deny removal; seconded by Mr. Farris, motion was approved.

620 Butler Avenue

Ms. Christen made a motion to remove the tree located at 620 Butler Avenue; seconded by Mr. Roulston, motion was approved.

Behind 340 Fairview Avenue in the Alley

Ms. Christen made a motion to remove the tree located behind 340 Fairview Avenue in the alley; seconded by Mr. Farris, motion was approved.

1637 Handley Avenue

Ms. Christen made a motion to remove the tree located at 1637 Handley Avenue; seconded by Ms. Major, motion was approved.

1) Winchester City Code/Tree Commission Meeting Protocol

Mr. Farris stated that the City Council was hoping to vote on the compromised language for the duties and responsibilities of the Tree Commission at the regularly scheduled April meeting. Mr. Farris stated that there wasn't enough time to advertise that information for the meeting. Mr. Farris stated that the final reading will be at the May meeting. Mr. Farris stated that each Tree Commission member has reviewed that code and he has prepared a statement. Mr. Farris stated that he would like to read the statement to the members and then get their feedback so that he can release it to the City Manager and it can be included in the packet that will be part of the meeting. Mr. Farris read his prepared statement. Mr. Farris stated that one thing he left off of the statement was that the City is able to maintain the status of Tree City USA. Mr. Farris stated that

what he read was a statement of support. Mr. Farris stated that if the Tree Commission goes on record supporting the code revision it should allow the Tree Commission to go about their business. Mr. Farris stated that the Tree Commission's business is City business, which is handling tree requests. Mr. Farris stated that if any Tree Commission member has suggestions or comments that he would like them to be as brief as possible. Mr. Farris stated that he can email a copy of the statement to each member as a draft and then they can give him suggestions. Mr. Roulston stated that he does not support the City Code revision and he does not want to be associated with the statement of support from the Tree Commission. Mr. Farris stated that instead of saying "on behalf of the Tree Commission" he can say "I" support the City Code revision. Mr. Farris stated that because the Tree Commission is an arm of the City government, he thinks that it is very important as the current sitting Chair of the Tree Commission that the Tree Commission is capable of running as such. Mr. Farris stated that the Tree Commission is not an independent organization; it is the Tree Commission of the City of Winchester. Mr. Farris stated that all boards and commissions work in cooperation with City Council in order to do the business of the city and to serve the citizens. Mr. Farris stated that there is enough in the compromised language of the City's third and final draft that makes him sufficiently comfortable that they are preserving what was set up in 1967. Mr. Farris stated that there is no power that the Tree Commission originally exercised in 1967 that will be sacrificed at all in this third draft. Mr. Roulston stated that he thinks it would be inappropriate for the Tree Commission members to officially oppose the changes to the City Code and he does not think it is necessary to officially endorse them and he does not want to be associated with endorsing them. Mr. Farris stated that he would modify the statement with Mr. Roulston's suggestions and then email the modified version to the Tree Commission members. Mr. Farris stated that he would like the Tree Commission members to have the opportunity to provide feedback before he submits the statement.

Mr. Farris stated that there is a need for the Tree Commission to put down on paper their protocol, the way they conduct business. Mr. Farris stated that the commission has a tradition of the way business is conducted as well as the appeals process. Mr. Farris stated that the Tree Commission needs to solidify the process as much as possible. Mr. Farris stated that Tree Commission members rotate regularly and he thinks it is important to establish exactly how business is conducted and how the Tree Commission is to interact with City staff. Mr. Farris stated that this is separate from City Code; it is about how the Tree Commission channels information and conducts business. Mr. Farris stated that he thinks it will benefit the work of the Tree Commission in general because if there is an established protocol and a way to publicly track the decision making and policy making and how business is conducted then there are less questions. Mr. Farris stated that with the Tree Commission member's approval he is going to make up a list of established protocol. Mr. Farris stated that he will share the list with each member electronically. Mr. Farris stated that the Tree Commission members can discuss that protocol and make sure it is established in a way that every current member of the Tree Commission feels comfortable with it as well as the City staff that works with the Tree Commission and then it can be adopted and the Tree Commission will have something that is easy to pass on to new members.

Comments from Commission Members:

- 1) Mr. Roulston stated that the State Arboretum sometimes has more trees than they can use. Mr. Roulston asked Tim Stern if he would like a list of trees that are available that might be used for planting throughout the city. Mr. Farris asked Mr. Roulston to share a list of available trees with Tim.
- 2) Mr. Roulston asked why the two-way project trim requests were withdrawn. Mr. Farris stated that the City has removed the request. Mr. Roulston asked if this is because the trees are not being trimmed. Mr. Farris stated that he assumes traffic will be rerouted during construction. Mr. Farris stated that if any trees were scheduled to be trimmed by City staff, they would have to come through Tim Stern and then reviewed by the Tree Commission first.
- 4) Ms. Major asked Tim Stern to make sure Dr. Rick Leonard knows that someone from the Handley Landscape Restoration Committee is going to speak at the Arbor Day event. Mr. Major asked Mr. Farris to contact Dr. Leonard about adopting a tree. Ms. Major stated that she would be happy to contribute also.

Comments from City Staff:

- 1) Tim Stern passed out the staff report for the month of March.

Adjourn:

With no further business to discuss, Mr. Farris adjourned the meeting.

**CITY OF WINCHESTER
TREE COMMISSION
STAFF REPORT FOR MARCH 2009
SUBMITTED APRIL 16, 2009**

This report is a summary of contractor expenses and an activity listing of trimmings, plantings, removals and stump grindings for the month of March 2009.

**EXPENSES REPORT
(Billings for March 2009)**

| CONTRACTOR TRIMMINGS: | CONTRACTOR PLANTINGS: | CONTRACTOR REMOVALS: | TOTAL: |
|--|------------------------------|--|--|
| \$350.00 (Paid from Streets Dept. budget) | \$0 | \$1,500.00 (Paid from Streets Dept. budget) | \$1,850.00 (Paid from Streets Dept. budget) |

ACTIVITY REPORT

| TRIMMING: | PLANTINGS: | REMOVALS: | STUMP GRINDING: |
|---------------------------------|-------------------|---------------------------|--------------------------------------|
| 300 Wood Ave. | | 24 S. Braddock St. | 515 W. Bellview Ave. |
| 28 Peyton St. | | Beside 24 S. Braddock St. | 220 Parkway St. |
| Alley behind Euclid Ave. | | 104 W. Cork St. | 315 W. Whitlock Ave. |
| 1110 Breckinridge Ave. (x3) | | | Corner of Peyton and N. Braddock St. |
| 119 Montague Ave. | | | 305 N. Braddock St. |
| Alley behind National Ave. (x3) | | | 716 Woodland Ave. |
| 19 N. Stewart St. | | | Across from 209 Liberty Ave. |
| 536 Courtfield Ave. (x7) | | | |
| 702 Sterling Dr. | | | |
| 117 N. Braddock St. | | | |
| Across from 132 Academy Ln. | | | |
| Corner of Wolfe/Stewart St. | | | |
| 1303 Handley Ave. | | | |
| 1637 S. Braddock St. | | | |
| 437 Handley Ave. | | | |
| | | | |
| | | | |
| 25 Trees | 0 trees | 3 trees | 7 stumps |